How to register online for a Tournament on TennisLink

The TennisLink Tournament system allows you to find and register for tournaments online. Refer to the Help Document titled "How to Find a Tournament on TennisLink" to learn how to find tournament information. Once you have found the tournament refer to the directions below to register online for that tournament (if the tournament is offering online registration).

Registering for a tournament:

- 1. **Tournament Home page-**here you will see all of the information about that tournament. Click on the TennisLink Register Now link.
- 2. **Register player page**-enter the USTA number of the person you wish to register for the tournament. The registration system will validate the player's eligibility and USTA membership status, and will only allow entry into the appropriate events/divisions. If the player is not a member, or the membership is expired, you must apply or renew the membership before you can continue.
 - *If you are a Non-Member you can register online for Non-Ranking Tournaments. You will be required to create a TennisLink Account and either log in to register or enter your Non-Member ID.
- 3. Choose event page-verify that the information about the selected player is accurate. If not, follow the instructions to contact the USTA Membership Dept. Then select the events/divisions that you wish to register for, taking note of the message regarding the number of events for which one player can enter. NOTE: if entering a doubles event, you may choose to enter and pay for your doubles partner, or simply select your partner, and not pay, and have your partner come into the system to register and pay for their half of the entry. Continue
- 4. **Cart Summary page**-shows a summary of the entries and the costs. If you wish to edit your entry, or continue searching for another tournament to register, you may click the appropriate button and do so. Otherwise, click Proceed to Checkout.
- 5. **Credit card page**-input the cardholder name, credit card type and number, and expiration date, and the statement mailing address zip code. Then place the order. While waiting for the card to process, please be patient.
- 6. **Confirmation page**-this page requires that the player acknowledge that they must print the confirmation page, or write down the confirmation number. It will be used if the player wants to withdraw or change an entry.

Please contact <u>Linkteam@usta.com</u> if you have any questions or need further assistance.